MINUTES

Trustee: Sally Leclair, Jim Sloan, Marcus Davis, Bambi Statz, Janet Thomas, Jeremy Krones, Darcy Schlichting
Staff: Polly Gallagher, Tara Thompson, Jessi Burns, Sue Luton, Anthony Leyba
Public: Paul Backes, Marla Gall

I. Call to Order and Consideration of Trustee Absences
5:38 p.m. Sally Leclair
None absent

II. Resolution: Due to the *Fourth Updated Public Health Order 20-24 Implementing Stay At Home Requirements* ordering Coloradans to stay at home due to COVID-19 through April 26, 2020, Grand County Library District Board of Trustees meeting will be completed by teleconference or video conference. Trustees and the executive director may participate in such meetings which allows all persons to hear each other simultaneously. Such participation constitutes presence in person at the meeting for all purposes, including determination of a quorum and voting. Discussion of official GCLD business is not allowed on email accounts among three (3) or more Trustees. Motion to approve the above resolution.
Bambi Statz motion; Darcy Schlichting 2nd
All approve

III. Amendments to the Agenda
None at this time

IV. Approval of the Agenda
Motion to approve the agenda for Tuesday, April 21, 2020.
Janet Thomas motion; Marcus Davis 2nd
All approve

V. Consent Agenda:
A. February Regular Meeting Board Minutes
B. Correspondence
C. February Budget to Actual and Balance Sheet & March Budget to Actual and Balance Sheet
Motion to accept consent agenda as presented.
Darcy Schlichting motion, Jim Sloan 2nd
All approve
VI. Reports
   A. Friends of the Grand County Library, Inc.
      Marla Gall: Tops of the Rockies fundraising event is canceled due to
      COVID-19 unless a venue can be found. The Progressive Dinner in Grand
      Lake is also canceled. The Pancake Breakfast at Kremmling Days in June is
      tentatively still on if Kremmling Days isn’t canceled.
   B. Grand County Library Foundation
      Jim Sloan: The Peter Heller event in March went well with 61 tickets sold
      and 48 people in attendance. Still waiting for the final revenue and expense
      figures for the event. The audit went well. No meetings are scheduled at this
      time, but there are currently no issues to address.
   C. Public Comment
      None at this time

VII. Information Items
   A. Review by Executive Director of February GCLD Department
      Highlights & Statistics & March GCLD Department Highlights &
      Statistics
      Polly Gallagher: Highlighted various programs, accomplishments, and
      staff additions at each library branch. Will be over budget for snow
      removal this year because of heavy snow. Job analysis review is
      ongoing with revised job descriptions almost finalized. Because of
      branch closures, staff have transitioned to teleworking and have had
      lots of opportunities for professional development. We have started to
      ask patrons to return library materials. Have seen a large increase in
      use of online resources, such as Kanopy and Overdrive. Currently
      working closely with Grand County Public Health and hope to have
      staff back in branches by the end of April. Started offering drive thru
      service at Granby Library and have received positive feedback and
      response from the community.
   B. COVID-19 Update
      Polly Gallagher: A survey was conducted of public libraries to assess what
      libraries across the state are doing in response to COVID-19. 98 percent of
      libraries in the US have fully closed to public. Common services still being
      offered are extending material due dates, expanded Wi-Fi hours, curbside
      checkout. Colorado library directors meet 2-3 times per week to discuss
      ideas, plans, and strategies. We are starting to plan for what re-opening
      looks like.
   C. Meeting Calendar:
      a) Upcoming Board Committee Meetings
         • Finance: TBD
         • Policy: TBD
         • Strategic Plan: TBD for May meeting. Anticipate
           upcoming committee meetings will be virtual.
      b) Training
         • SDA Regional Workshop: Friday, June 26. Tentatively
           scheduled virtual conference, the date still TBD.
   D. Goals for 2020
Sally Leclair: Trustees were asked for final input for 2020 goals. Acknowledgement was made that the timeline for implementation for goals will likely change due to the current COVID-19 situation. Mention was made to watch the economic status of the county related to property taxes and revenue.
Motion to move 2020 goals to action item
Marcus Davis motion; Bambi Statz 2nd
All approve

E. Community Needs Assessment Survey
Polly Gallagher: The Community Survey is almost ready to launch. Currently identifying who to send the survey to. The questions focus on what the community has need for and what we can improve upon. Next steps will be stakeholder interviews and then focus groups. Participants are entered into a drawing for a gift card from a local business. The survey will likely launch in early May and will run for approximately six weeks.

F. Annual State Library Report
Polly Gallagher: A brief overview was given on statistics submitted for the State Library Report we are required to submit each year. Explanation was given about discrepancies between stats from 2019 and 2018.

G. 2019 Financial Audit
Paul Backes: McMahan and Associates, LLC completed the 2019 financial audit. Explanation was given for how the audit was completed, which included planning, fieldwork, and reporting. It went smoothly despite having to do it remotely. Highlights include that the current fund balance is $3.1M and the net position/worth is $3.2M. The District has been prudent on short-term and long-term operations and is in a healthy financial position. Trustees should be aware that a change is upcoming in how leases appear on financial statements. Details are being finalized and then it will be filed with all official entities. It will be ready to be voted upon for acceptance by the May Board of Trustees meeting.

H. Library Policy 3.13.a Donation of Library Materials
Jeremy Krones: Policy Committee reviewed the donation of library materials policy. Recommendation is to provide a general overview of what is accepted and to only accept donations without conditions, reviewing exceptions on a case by case basis. The Committee intends to review on if gently used items for the Library of Things can be accepted and whether or not to specifically mention the Friends of Grand County Libraries. Policy Committee will work with the Friends and will seek approval for the revised policy at the May Board of Trustees meeting.

I. Community Communication and Board of Trustees Transparency Recommendations
Jeremy Krones: Policy Committee determined that currently transparency guidelines being met. There is not a recommendation to change the policy, but to change the procedure to recording Board of Trustee meetings, post it on the website within 48 hours, and then replace it on the website once draft minutes are completed. The recording can be obtained via a CORA request for up to 6 months after the meeting, at which time the recording is destroyed. Discussion ongoing.
VII. Action Items
   A. Approval of GCLD Board of Trustees Goals for 2020 as presented.
      Jim Sloan motion; Jeremy Krones 2nd
      All approve
      Item moved to the May Board of Trustees meeting agenda.

VIII. Adjournment
      7:15 p.m. meeting adjourned.
      Jeremy Krones motion; Janet Thomas 2nd
      All approve